



Department of Health and Human Services  
Public Health Service  
Indian Health Service



## Vacancy Announcement

Announcement No.: **IHS-06-063**  
Opening Date: **08-15-2006**  
Closing Date: **Open Until Filled**  
Area of Consideration: **ALL SOURCES**  
And Any Qualified Indian Candidate

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**INDIAN PREFERENCE POLICY:** The Indian Health Service (IHS) is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in Indian Health Manual, Part 7, Chapter 3. The IHS is also committed to achieving full and equal opportunity without discrimination because of race, religion, color, gender, national origin, age, physical or mental disability and sexual orientation. The IHS has a zero tolerance for sexual harassment or reprisal.

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**POSITION TITLE, SERIES, GRADE:**

Civil Engineer  
GS-810-12/13

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**OFFICE LOCATION:**

Office of Environmental Health and  
Engineering  
Division of Engineering Services

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**SALARY RANGE:**

GS-12: \$64,434 - \$83,760 PA  
GS-13: \$76,622 - \$99,604 PA

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**DUTY STATION: Dallas, Texas**

- **Applications will be accepted until sufficient applications have been received. First cutoff date is August 29, 2006 with subsequent cutoff dates every 15 days or until the position is filled.**
- This is a competitive vacancy, open to all United States citizens; status and non-status candidates as advertised under the delegated examining authority to the Indian Health Service by the Office of Personnel Management.
- Position has promotional opportunity to the GS-13 level.
- Position does not contain supervisory responsibilities.
- Travel and relocation expenses will **not** be paid. Applicants who wish to relocate to Dallas, Texas for their own benefit may apply. If there are no Indian Preference eligible candidates within the commuting area and an Indian preference candidate is selected from outside the commuting area, relocation costs will be paid.
- 40% of time may be in travel to remote project sites.
- **Selective Placement Factor- Must be currently registered as a Professional Engineer.**

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**STATEMENT OF DUTIES:**

At the full performance level, the incumbent of this position provides professional civil engineering consultative services as the senior technical expert and as an overall project manager to effect timely design, construction, utilization, and maintenance of IHS owned health facilities in the region. Serves as senior civil / structural engineering consultant for IHS owned health facilities in regard to soils, site drainage, water supply, sanitary and storm sewers, roads and grounds, building structures, transportation, environmental impact assessment, and others coming under the purview of a civil engineer. Conducts or assists on audits of existing facilities and prepares comprehensive analysis on above-areas of expertise with recommendations for retrofitting along with studies of cost/benefit, economic feasibility and payback or directs the performance of such works by others under professional services contracts. During the performance of special and periodic surveys of owned

facilities, acts as the lead civil engineer in teams composed of peer architects, electrical, and mechanical engineers. The incumbent is the responsible Civil Engineer consultant and may also be designated Project Manager for the total assigned project. The design may be accomplished in-house or more commonly, be contracted to a private A/E firm. Accomplishes in-house design complete from developing the scope of work to the issuance of bidding documents. Serves as a standing member of A/E Selection Board for procurement of A/E services under the Brooks Act. Serves as chair of the board for those projects to which assigned as manager. Provides technical advice for site selection and performs predesign project planning and site utilization and analysis. Writes scope of work, which is the operational basis of the design contract, or for all design activities accomplished in-house. Estimates construction costs and design fees. Enforces compliance with building codes and design standards, i.e., Uniform Building Code, NFPA 101, Life Safety Code, and related sections of NFPA, and HHS Minimum Standards. As Project Manager, performs project scheduling and management planning. Writes scope of work, which is the operational basis of the design contract, or for all design activities accomplished in-house. Establishes program information documents as a basis for design. Estimates construction costs and design fees. With the Contracting Officer, negotiates design fees and upon completion of the agreement, certifies the correctness of the fee as culmination of preparing the FPR required Business Memorandum. As Civil Engineer Consultant, furnishes civil engineering project consultation and evaluation services to program staffs, project applicants and state agencies with specific emphasis on services during the early stages of project design development. Acts as the primary civil engineering contact with applicant/state agency. Provides input to the management system for internal control of projects to include assignment, tracking, reporting, output, and coordination.

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## **COMPETITIVE AND EXCEPTED SERVICE QUALIFICATIONS REQUIRED (Education and Experience):**

### **BASIC ELIGIBILITY REQUIREMENTS:**

A) Degree: **professional engineering**. To be acceptable, the curriculum must: (1) be in a school of engineering with at least one curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum; or (2) include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics; (a) statics, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials (relating particle and aggregate structure to properties); and (g) any other comparable area of fundamental engineering science or physics, such as optic, heat transfer, soil mechanics, or electronics.

**OR**

B) Combination of education and experience, college-level education, training, and/or technical experience that furnished (1) a thorough knowledge of the physical and mathematical sciences underlying professional engineering and (2) a good understanding, both theoretical and practical, of the engineering sciences and techniques and their applications to one of the branches of engineering.

**AND**

- At the GS-12 grade level, In addition to the basic requirements above, candidates must have 52 weeks of **specialized experience** equivalent to at least the GS-11 grade level or Ph.D. or equivalent doctoral degree.
- At the GS-13 grade level, In addition to the basic requirements above, candidates must have 52 weeks of **specialized experience** equivalent to at least the GS-12 grade level.

**Specialized Experience** is experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of this position, and that is typically in or directly related to the work of this position. **Specifically**, this is experience with architectural, mechanical, electrical, civil, or structural engineering concepts, principles and practices and their application to the design and construction of health care and related facilities; experience in project management for those facilities; experience negotiating and resolving complex issues, and working collaboratively to complete projects; administering contracts for those facilities; and communicating orally and in writing to diverse audiences on this subject.

**SELECTIVE PLACEMENT FACTOR:** Must be currently licensed as a Professional Engineer by a State, the District of Columbia, Guam, or Puerto Rico. Please attach a copy of your LICENSE as a PROFESSIONAL ENGINEER to your resume/application in order to receive consideration for this position.

**REQUIRED DOCUMENTS:**

- Copy of college transcripts must be submitted to receive credit for education.
- Copy of your professional license/registration must be submitted with application.

**NOTES:**

- Applicants must meet all time-in-grade requirements.
  - Applicants must meet all qualification requirements within 30 calendar days after the closing date of this announcement.
  - Experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.
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**EVALUATION METHOD:** Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Applicants who meet the basic qualification requirements described in this announcement will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, and performance appraisals, etc., indicate they possess the **Knowledge, Skills, and Abilities (KSA)**, described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the KSA's as a separate narrative. The information provided will be used to determine the Best Qualified candidates.

**Applicants must address the following Knowledge, Skills, and Abilities (KSAs) on separate bond paper.**

1. Professional knowledge of architectural, mechanical, electrical, civil, or structural engineering concepts, principles and practices and their application to the design and construction of health care and related facilities. ***(Describe number, type and cost of construction.)***
2. Skill in project management for design and construction of health care and related facilities. ***(Describe size of staff led and extent of software used.)***
3. Knowledge of national building and life safety regulations and codes related to health facilities. ***(Describe level or extent of experience.)***
4. Knowledge of contract administration as it pertains to procurement of Architect/Engineering design and related services and facilities construction. ***(Describe level or extent of experience using regulations, the type of regulation and complexity of facilities.)***
5. Ability to communicate orally and in writing to diverse audiences. ***(Describe level or extent of communication for a given project; and the corresponding project complexity and cost.)***

These standards also cover positions in the Excepted Service filled under 5 CFR 213.3116(b)(8) by Indians entitled to Indian Preference.

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**WHO MAY APPLY:**

**All Sources:** This is a competitive vacancy, open to all United States citizens; status and non-status candidates as advertised under delegated examining authority to the Indian Health Service by the Office of Personnel Management.

**Merit Promotion Candidates:** Applicants will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the Competitive Federal Service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

**Excepted Service Examining Plan (ESEP) Candidates:** Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or reinstatement eligibles entitled to Indian Preference may also apply under the provision of the Indian Health Service ESEP.

- **Candidates must indicate whether their application is being submitted under the *IHS Excepted***

***Service Examining Plan or the IHS Merit Promotion Plan, or both if applicable.***

**Veteran's Preference:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

**Commissioned Corps Officers:** PHS Commissioned Corps Officers are invited to apply for applicable professional positions for which they are qualified. The USPHS Commissioned Corps Officers who wish to apply for this vacancy announcement must submit a resume and meet the same experience and training requirements for positions as Civil Service applicants as provided by Indian Health Manual, Part 7, Chapter 3 and all other documents specified in this announcement including KSAs, transcripts, registration, etc."

**Displaced Federal Employees:**

**SPECIAL SELECTION PRIORITY PROVISIONS FOR SURPLUS OR DISPLACED FEDERAL EMPLOYEES UNDER A CAREER TRANSITION ASSISTANCE PLAN (CTAP).**

**A. CTAP (for Non - DOD Agencies Only)**

If you are currently an employee who has received a Reduction-in-Force (RIF) separation notice, a Certificate of Expected Separation (CES), or notice of proposed separation for declining a direct reassignment or transfer of function outside of the local commuting area, you may be entitled to special selection priority under the Career Transition Assistance Plan (CTAP). To receive this priority consideration you must:

1. Be a current Indian Health Service career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice, a Certificate of Expected Separation (CES), or notice of proposed separation for declining a directed reassignment or transfer of function outside of the local commuting area, and you are still on the rolls of the Indian Health Service. You must submit a copy of the RIF notice, CES, or notice of proposed separation with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by the Indian Health Service in the same commuting area of the position for which you are requesting selection priority.
5. File your application by the closing date of the vacancy announcement and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well-qualified for the position. Well-qualified employees are eligible displaced Federal employees who meet the qualification and eligibility requirements for the position (including any selective factors) and possess the knowledge, skills, and abilities (KSA) to succeed in the position without undue interruption. Under IHS merit promotion procedures, the employee will be rated and ranked against an established cut-off score to determine the best-qualified applicant. A numerical rating of 85 is considered to be well qualified for this position.

**B. ICTAP (for all Federal Agencies)**

**SPECIAL SELECTION PRIORITY PROVISIONS FOR DISPLACED FEDERAL EMPLOYEES UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP).**

If you are a displaced Federal employee, you may be entitled to receive special selection priority under the Interagency Career Transition Assistance Plan (ICTAP). To receive this priority you must:

1. Be a displaced Federal employee. You must submit with your application a copy of the appropriate documentation, such as a RIF separation notice, a Standard Form 50 reflecting your RIF separation, or a notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area. The following categories of persons are considered displaced employees:

- A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
1. Received a specific RIF separation notice; or
  2. Separated because of a compensable injury or illness, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
  3. Retired with a disability and whose disability annuity has been, or is being, terminated; or
  4. Upon receipt of a RIF separation notice, retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF," or retired under the discontinued service retirement option; or

**OR**

- B. Former Military Reserve or National Guard Technicians who are receiving a special OPM disability retirement annuity under Section § 8337(H) or § 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
  3. Have a current (or last) performance rating of record of at least fully successful or the equivalent. You must submit a copy of this performance rating with your application package. (*This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.*)
  4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting selection priority.
  5. File your application by the closing date of the vacancy announcement and meet all of the application criteria (e.g., submit all required documentation, etc.)
  6. Be rated well qualified for the position. Well-qualified employees are eligible displaced Federal employees who meet the qualification and eligibility requirements for the position (including any selective factors) and possess the knowledge, skills, and abilities (KSA) to satisfactorily perform the duties of the position upon entry. Under IHS merit promotion procedures, the employees will be rated and ranked against an established cut-off score to determine the best-qualified applicant. A numerical rating of 85 is considered to be well qualified for this position.

**Reasonable Accommodation for Disabled Applicants:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please call Division of Human Resources at (301) 443-6520. The decision on granting reasonable accommodations will be on a case-by-case basis.

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**WHERE TO APPLY:**

**Indian Health Service  
Division of Human Resources  
801 Thompson Avenue, Suite 120  
Rockville, Maryland 20852**

- A copy of this announcement may be obtained by calling (301) 443-6520. Vacancy Announcements may also be downloaded from the **OPM Website USAJOBS** ([www.usajobs.opm.gov](http://www.usajobs.opm.gov)) or **IHS Website** ([www.ihs.gov](http://www.ihs.gov)).
- Applications sent via email will be accepted and may be emailed to [HQQDHR@ihs.gov](mailto:HQQDHR@ihs.gov). All supporting documents **must** be received in this office by the closing date of the announcement.
- For additional information, contact Mary I Tanequoot, DHR, at (505) 248-4238.
- Telefaxed copies of applications will not be accepted.

All applications are subject to retention. NO requests for copies will be honored. Additional information will not be solicited by this office.

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**OTHER IMPORTANT INFORMATION:**

- **Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the BIA Form 4432, *Verification of Indian Preference for Employment in BIA and IHS Only*. This certifies the applicant an Indian as defined by the Indian Health Manual, Part 7, Chapter 3. **Indian Preference will not be given unless BIA Form 4432 is attached to the application/resume.**
- Before hiring, the IHS will ask you to complete a "Declaration of Federal Employment" to determine your suitability for Federal employment, to authorize a background investigation and to certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.
- If you are a male over the age of 18, and born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries reduced. All employees must pay any valid delinquent debt or the agency may garnish their salary.

**THE FOLLOWING STATEMENT MUST ACCOMPANY ALL APPLICATIONS:**

"I authorize any and all persons involved directly and/or indirectly in the selection process to review my application".

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Signature of Applicant

**INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER**

## HOW TO APPLY

Choose one of the following forms to apply for this job.  
Please submit one application or resume for each different job.

**Optional Application for Federal Employment**  
(form number OF-612)

**Application for Federal Employment**  
(form number SF-171)

**Resume or Other written application format**

\*\*\*If your resume or application DOES not provide all the information we request, you may lose consideration for a job. Persons who submit incomplete applications will be given credit ONLY for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

Your resume or other application format **MUST** contain the following information:

**JOB INFORMATION**

Announcement number, title, and grade(s) of the job for which you are applying

**PERSONAL INFORMATION**

Full name, mailing address (with zip codes), day and evening phone numbers (include area codes),

Social Security Number

Country of citizenship

**EDUCATION**

High School (name, city, and state) and date of diploma or GED

College and/or universities (name, city, and state, major, type and year of degrees received)

Copies of college transcripts. **Education will NOT be given credit without them.**

**WORK EXPERIENCE**

Give the following for your paid and non-paid work experience related to the job for which you are applying:

Job title (if Federal, please indicate series and grade)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (**month and year**)

Hours per week

Salary

Indicate if we may contact your current supervisor

**OTHER QUALIFICATIONS**

*Give dates but do not send documents unless requested:*

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed

Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)

Honors, awards, and special accomplishments, for example, publications, memberships, in professional or honor societies,

leadership activities, public speaking, and performance awards.

**KSA Ranking Factors (see vacancy announcement)**

Submit the following documents along with your chosen application format if you are in one of the following categories:

COMMISSIONED OFFICER	INDIAN PREFERENCE	VETERAN PREFERENCE	FEDERAL EMPLOYEE (current, former or displaced)
<p>A. Current Billet description</p> <p>B. Most recent "Commissioned Officers Effectiveness Report"</p>	<p>Verification of Indian Preference for Employment, Bureau of Indian Affairs (BIA) Form 4432</p> <p>Current IHS Headquarters employees may state that proof of Indian preference is on file in the Official Personnel Folder</p> <p><b>Preference will not be given unless a copy of the 4432 is attached to the application.</b></p>	<p>Certificates of Release or discharge from Active Duty, VA form DD-214, and/or Application for 10 point Veteran Preference, Form SF-15</p> <p>To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connected disability.</p> <p><i>Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.</i></p>	<p>A. Notification of Personnel Action, SF-50.</p> <p>B. Most recent numerical performance rating.</p> <p><i>Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status is attached to the application.</i></p>

U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES

# Applicant Background Survey

## GENERAL INSTRUCTIONS

This survey is used to collect and analyze data involving race, sex, age, disability, and national origin from applicants for employment. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While completion of this form is voluntary, your cooperation is important to help ensure accurate information regarding employment practices. We ask you to answer each of the questions to the best of your ability. Print your answer clearly. Read each item thoroughly before selecting the appropriate response.

**A. Announcement number(s) and/or position(s) for which you are applying:**

**B. Year of Birth:**

**C. For Agency Use:**

**D. How did you learn about the position or exam for which you are applying? For example: radio, job fair, friend, newspaper, school counselor, etc.**

**E. Ethnicity**

- ☐ HISPANIC or LATINO - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- ☐ NOT HISPANIC or LATINO

**F. Race (select one or more)**

- ☐ AMERICAN INDIAN or ALASKA NATIVE - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ ASIAN - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
- ☐ BLACK or AFRICAN AMERICAN - a person having origins in any of the black racial groups of Africa.
- ☐ NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
- ☐ WHITE - a person having origins in any of the original peoples of Europe, the Middle East, or North America.

**G. Sex**

- ☐ Male
- ☐ Female

**H. Disability**

A person is disabled if he or she has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

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|--|--|
| <input type="checkbox"/> I do not have a disability                                    | <input type="checkbox"/> Convulsive disorder                     |
| <input type="checkbox"/> Deaf  | <input type="checkbox"/> Mental retardation                      |
| <input type="checkbox"/> Blind   | <input type="checkbox"/> Mental or emotional illness             |
| <input type="checkbox"/> Missing extremities   | <input type="checkbox"/> Severe distortion of limbs and/or spine |
| <input type="checkbox"/> Partial paralysis   |  |
| <input type="checkbox"/> Complete paralysis  |  |
| <input type="checkbox"/> I have a disability, but it is not listed ( <i>specify</i> ): |  |

## PRIVACY ACT AND PAPERWORK REDUCTION STATEMENT

**Privacy Act Information:** This information is provided pursuant to Public Law 93-579 ("Privacy Act of 1974") for individuals completing Federal records and forms that solicit personal information. The authority is Title V of the U.S. Code, sections 1301, 3301, 3304, and 7201. ■ **Purpose and Routine Uses:** This form is maintained in Privacy Act system records 09-90-0006, Applicants for Employment Records, HHS/OS/ASMB. The information in this survey is used solely for research and for statistical purposes to help ensure that agency personnel practices meet the requirements of Federal law. No other uses will be made of this information. This form will be separated from other application materials upon receipt. ■ **Effects of Non-Disclosure:** Providing this information is voluntary; no individual personnel selections are made based on this information. ■ **Paperwork Reduction Act Statement:** A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current valid OMB control number. Public reporting burden for this collection of information is estimated to vary from one to three minutes with an average of two minutes per response, including time for reviewing instructions, and completing and reviewing the collection of information.